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DATE: May 19, 1992

TO: District Engineers
District Field Engineers
District Construction Engineers
District Local Government Engineers
Resident/Project Engineers

FROM: Gerald D. Dobie
Engineer of Construction

RE: Construction Instructional Memorandum 1992-12
Revised Progress Schedule Form (1130)

In order to correlate the requirements spelled out in the current Project Proposals with the Progress Schedule, the form has been revised.

Specifically, most current proposals on the Progress Schedule page includes the following paragraph:

"The Progress Schedule shall include, as a minimum, the controlling work items for the completion of the project and the planned dates (or work day for a work day project) that these work items will be controlling operations. When specified in the bidding proposal, the date the project is to be opened to traffic, as well as the final project completion date, shall also be included in the project schedule."

The emphasis of the schedule is the controlling work items. We are not looking for the entire length of time to do a particular operation, but rather, the length of time that the operation is controlling the progress of the project. In order to be a controlling operation, no dates (or work days) should overlap.

The boxes labeled "Open To Traffic" and "Contract Completion" also have been slightly changed. If the project is based on workdays, place the number of days to the left of the word "Date" in each box.

In addition, the signature blocks have been rearranged and expanded. There is now an additional "Subcontractor" and "Local Agency" box.

Resident, District, and Local Government Engineers are requested to give a copy of this memorandum to the local agencies under their jurisdiction.

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Discard all previous editions of Form 1130. The District offices will initially receive a limited supply of forms. Additional forms are presently being produced.

Engineer of Construction

attachment

GDD:JKG:srh

cc: Lansing Staff Engineers
S. Wehrle
S. Olszewski
Local Services Division
Design Division

M & T
MRBA
MCA
MAPA

Index Subject: Progress Schedule